

REQUEST FOR PROPOSALS

**APPOINTMENT OF A TRAVEL AGENCY TO PROVIDE TRAVEL RELATED
SERVICES TO THE COLLABORATIVE AFRICA BUDGET REFORM INITIATIVE
(CABRI)**

BID NUMBER: CABRI.01.2019

Closing Date

Tuesday, 31 July 2019 at 12H00

Delivery Address

Attention: Procurement Division

Southdowns Ridge Office Park

Block F Unit FF04

Corner John Vorster and Nellmapius Drive

Irene

0062

Enquiries

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SUBJECT:

APPOINTMENT OF A TRAVEL AGENCY TO PROVIDE RELATED SERVICES TO THE COLLABORATIVE AFRICA BUDGET REFORM INITIATIVE (CABRI)

INSTRUCTIONS TO BIDDERS:**PARTICIPATION**

Participation in tendering is open on equal terms to natural and legal persons either participating in a group or individually.

CLARIFICATION MEETING / SITE VISIT

All relevant information in respect of the date and time for such a meeting/site visit will be communicated to the successful bidder (if applicable).

OPENING OF TENDERS

The opening of tenders will take place at CABRI's offices on 31 July 2018 at 2:00pm. Tenders will be examined to determine if all the requisite information and guarantees have been furnished.

EVALUATION OF BIDS

Bids will be evaluated on technical ability as per clause 10 on page 4 & 5 of the terms of reference.

FINANCIAL ARRANGEMENTS

Costs incurred in the preparation of the tender proposals will be the responsibility of bidders.

SIGNATURE OF CONTRACT AND PERFORMANCE GUARANTEE

The successful bidder will be informed in writing that their tenders has been accepted. In the pursuance of contracting service providers, CABRI adheres to professional, ethical and transparent procurement processes with support for free enterprise and competition.

This shall be in accordance with basic principles identified as international best practices in the field of procurement that are set out hereunder:

Transparency;

Non-discrimination;

Absence of conflict of interest and

Best value for money – adherence to this principle entails that the contract will be awarded to the bidder who, in terms of the specific evaluation criteria set forth in the tender, is most advantageous. This may not necessarily be the bidder with the lowest price for services rendered but the bidder with the best balance of quality and price.

CANCELLATION OF TENDER

The Secretariat reserves the right to cancel the tender and bidders will be notified in writing of the cancellation.

PLEASE FIND ENCLOSED THE FOLLOWING DOCUMENTS:

1. Terms of Reference
2. Supplier application form
3. Ownership of business form
4. Electronic payment instruction form
5. Proposed fee structure for travel management services form